

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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**Assessment recording documents for
Pottery (Units 269-273)**

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POTTERY E2

Unit no:	269	Unit title:	Prepare pottery clay for use	Credit Value	1
<p>Guidance: For this unit, one type of clay needs to be prepared using one of the methods.</p>					
<p>Learning Outcome: <ul style="list-style-type: none">The learner will be able to prepare clay for use correctly and safely</p>					
Assessor Initials/Date					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
				<ul style="list-style-type: none"> Recognise one of the following (<i>indicate which one was correctly recognised</i>): 	
				Clay type:	<ul style="list-style-type: none"> - Earthenware clay - Stoneware clay
					<ul style="list-style-type: none"> Clear and clean work area
					<ul style="list-style-type: none"> Collect clay
					<ul style="list-style-type: none"> Cut the clay using cheese wire
				<ul style="list-style-type: none"> Prepare the clay correctly by one of the following methods (<i>indicate which method was used</i>): 	
				Method:	<ul style="list-style-type: none"> - wedging - kneading
					<ul style="list-style-type: none"> Store the prepared clay
					<ul style="list-style-type: none"> Clean and tidy up work area
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
				<ul style="list-style-type: none"> A reason for wearing personal protective clothing 	
				<ul style="list-style-type: none"> A reason for recognising different types of clay 	
				<ul style="list-style-type: none"> A reason for using the correct tools 	
				<ul style="list-style-type: none"> A reason for preparing clay before use 	
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	

POTTERY E2

Unit no: 270		Unit title: Press-mould clay		Credit Value 2	
<p>Guidance: For this unit clay, the tools and equipment used need to be listed on the Assessment Record Sheet as appropriate to the activity undertaken.</p> <p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to produce an item of pottery by press-moulding clay correctly and safely 					
Assessor Initials/Date					
E M					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
<ul style="list-style-type: none"> Recognise tools (<i>indicate which were correctly recognised</i>): 					
				Tools:	<ul style="list-style-type: none"> - rolling board - rolling pin - guide sticks - potters knife - other (specify)
<ul style="list-style-type: none"> Recognise equipment (<i>indicate which was correctly recognised</i>): 					
				Equipment:	<ul style="list-style-type: none"> - straight edge - press moulds
					<ul style="list-style-type: none"> Clear and clean work area
					<ul style="list-style-type: none"> Collect appropriate amount of clay
					<ul style="list-style-type: none"> Set out guide sticks
					<ul style="list-style-type: none"> Roll out quantity of clay to required thickness
					<ul style="list-style-type: none"> Place rolled out clay into press mould
					<ul style="list-style-type: none"> Mould clay as appropriate
					<ul style="list-style-type: none"> Remove surplus clay
					<ul style="list-style-type: none"> Remove moulded object from mould when ready
					<ul style="list-style-type: none"> Store moulded object in appropriate place
					<ul style="list-style-type: none"> Clean and store tools and equipment safety
					<ul style="list-style-type: none"> Clean and tidy up work area
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
					<ul style="list-style-type: none"> A reason for recognising tools and equipment
					<ul style="list-style-type: none"> A reason for rolling out clay to the correct thickness
					<ul style="list-style-type: none"> A reason for removing surplus clay
					<ul style="list-style-type: none"> A reason for cleaning and tidying the work area
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	


POTTERY E2

Unit no:	271	Unit title:	Make a slab-built box		Credit Value 2
Guidance: For this unit, the learner must be able to produce a slab built box safely and correctly. .					
Learning Outcome:		The learner will be able to:			
		<ul style="list-style-type: none"> • Make a slab built box correctly and safely 			
Assessor Initials/Date					
					E M
Practical Evidence					
					• Recognise and wear personal protective clothing
					• Collect tools and equipment
					• Clear and clean work area
					• Collect appropriate amount of clay
					• Set out guide sticks
					• Roll out quantity of clay to required thickness
					• Cut five sections to size
					• Place sections to dry
					• Establish that sections are sufficiently dry – “leatherhard”
					• Score joins and paste with slip
					• Make a thin coil of clay
					• Make box by joining sections – add thin coil of clay if required
					• Smooth down seams
					• Store box to dry
					• Clean and store tools and equipment safely
					• Clean and tidy up work area
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>					
					• A reason for setting out guide sticks
					• A reason for smoothing down seams
					• A reason for leaving the rolled out clay sections to dry
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments completed for this unit:					
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

POTTERY E2

Unit no:	272	Unit title:	Hand model a shape in clay	Credit Value 2
Guidance: For this unit. The learner will need to produce any two shapes from the list below.				
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to hand model two shapes correctly and safely 		
Assessor Initials/Date				
E M				
Practical Evidence				
				<ul style="list-style-type: none"> Recognise and wear personal protective clothing
				<ul style="list-style-type: none"> Recognise a potters knife
				<ul style="list-style-type: none"> Recognise a rolling board
				<ul style="list-style-type: none"> Collect tools and equipment
				<ul style="list-style-type: none"> Collect quantity of prepared clay
		<ul style="list-style-type: none"> Produce two of the following shapes by hand modelling: 		
				Shapes: <ul style="list-style-type: none"> - sphere - cube - thumb or pinch pot
				<ul style="list-style-type: none"> Store item produced
				<ul style="list-style-type: none"> Leave to dry until "leather hard"
				<ul style="list-style-type: none"> Store surplus clay
				<ul style="list-style-type: none"> Clean and store tools and equipment safely
				<ul style="list-style-type: none"> Clean and tidy up work area
				<ul style="list-style-type: none"> Remove and store personal protective clothing
				<ul style="list-style-type: none"> Wash and dry hands
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>				
				<ul style="list-style-type: none"> A reason for leaving the prepared item to become 'leather hard'
				<ul style="list-style-type: none"> A reason for cleaning and tidying up the work area
				<ul style="list-style-type: none"> A reason for cleaning and storing tools and equipment safely
				<ul style="list-style-type: none"> A reason for washing and drying hands
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above				
Date all assessments completed for this unit:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner	

POTTERY E2

Unit no:	273	Unit title:	Glaze a pot	Credit Value 1										
<p>Guidance: For this unit, a pot that has already been prepared (either by the learner or another person) needs to be glazed. The glaze also needs to be pre-prepared by the supervisor or other suitable person.</p>														
<p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to glaze a pot using a prepared glaze correctly and safely 														
<table border="1"> <tr> <td colspan="5">Assessor Initials/Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Assessor Initials/Date									
Assessor Initials/Date														
E 														
Practical Evidence														
				<ul style="list-style-type: none"> Recognise and wear personal protective clothing 										
				<ul style="list-style-type: none"> Recognise prepared glazes 										
				<ul style="list-style-type: none"> Recognise suitable container 										
				<ul style="list-style-type: none"> Recognise pot to be glazed 										
				<ul style="list-style-type: none"> Clean and clear work area 										
				<ul style="list-style-type: none"> Collect glaze and pot 										
				<ul style="list-style-type: none"> Examine surface of pot – clean if necessary 										
				<ul style="list-style-type: none"> Place prepared glaze in suitable container 										
				<ul style="list-style-type: none"> Stir liquid glaze as required 										
				<ul style="list-style-type: none"> Apply glaze to inside of pot 										
				<ul style="list-style-type: none"> Apply glaze to outside of pot 										
				<ul style="list-style-type: none"> Wipe off foot of pot 										
				<ul style="list-style-type: none"> Store glazed pot in suitable place 										
				<ul style="list-style-type: none"> Dispose of surplus glaze safely 										
				<ul style="list-style-type: none"> Clean out and store container 										
				<ul style="list-style-type: none"> Clean and tidy up work area 										
				<ul style="list-style-type: none"> Remove and store personal protective clothing 										
				<ul style="list-style-type: none"> Wash and dry hands 										
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>														
				<ul style="list-style-type: none"> A reason for cleaning the surface of a pot 										
				<ul style="list-style-type: none"> A reason for stirring the liquid glaze 										
				<ul style="list-style-type: none"> A reason for glazing a pot 										
				<ul style="list-style-type: none"> A reason for storing a glazed pot 										
				<ul style="list-style-type: none"> A reason for disposing of surplus glaze correctly 										
				<ul style="list-style-type: none"> A reason for wiping off the foot of the pot 										

DECLARATION- The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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